



## APPROVAL OF SERVICE RENDERED WITHOUT A VALID CREDENTIAL

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### Instruction to Employers

When submitting a request for an Approval of Service Rendered Without a Valid Credential, the employer must complete form M-12a (CL-224) and submit it to the Commission office (a copy of the request should be retained in the county office). The employer must satisfy all of the following requirements:

1. Have the applicant complete and sign Applicant's Statement of form M-12a (CL-224)
2. Complete the remaining sections and have the District Superintendent sign the Employing Agency Statement of Reasons, which explains why the applicant was employed without a valid credential
3. Have the county office complete and the County Superintendent sign the approval, which explains whether or not a pay warrant was issued for the service

### Commission Responsibility

Once the completed form has been received at the Commission the following will occur:

1. The Commission determines if the applicant has met both of the following:
  - Qualified for the necessary credential during the entire period of service in question (including passage of the basic skills test, if necessary), and
  - Submitted an application or has been issued the credential required for the position
2. The request for Approval of Service Rendered Without a Valid Credential is placed on the Commission agenda for the Commission to determine whether or not the rendering of service should be approved
3. When the Validation of Service is approved, the Commission notifies the applicant, the school district, the county superintendent of schools, and the State Board of Education that the service is fully legal for all purposes

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### Education Code §45036. Noncertificated Employees Serving in a Certificated Position After September 15, 1961.

Whenever, on or after September 15, 1961, a person has rendered service in a position requiring certification qualifications, or the governing board of a district has employed a person in a position requiring certification qualifications, or a county superintendent has drawn an order for a warrant in favor of a person in a position requiring certification qualifications, for a period of service during which the person did not have a valid credential required for such position in force as required by law, and when as a result thereof the employment of the person to render such service, the rendering of such service, the inclusion of the attendance of pupils taught by the person in the average daily attendance of the district, or the drawing of the order warrant for the service of such person, is in violation of Sections 46300, 44830, 45030, or any other provision of this code, such employment rendering of service, inclusion of attendance, or drawing of the order for the warrant shall be deemed fully legal for all purposes if the Commission on Teacher Credentialing approves thereof in accordance with this section.

The Commission on Teacher Credentialing shall adopt rules and regulations to establish procedures for a review in such cases and shall determine whether the rendering of such service shall be approved and made fully legal for all purposes. If the commission gives its approval to the rendering of such service, then such employment, inclusion of attendance, and drawing of the order for the warrant shall be automatically approved and made fully legal for all purposes.

The commission shall not approve of the rendering of such services unless it determines that the person rendering the service had, in fact, the necessary qualifications, during the period of service in question, for the credential required by law for the position in which the service was rendered, and unless a valid credential required for such position has been issued to such person prior to review and action by the commission.

**REQUEST FOR APPROVAL OF THE RENDERING OF SERVICES  
WITHOUT A VALID CREDENTIAL**

**Applicant's Statement**

I, the undersigned, approve this request by the employing agency listed above for the validation of the rendering of the service described above and request approval by the California Commission on Teacher Credentialing. I declare under penalty of perjury that the following facts are true to the best of my knowledge.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Birth Date: \_\_\_\_\_

At all times during the period I had, in fact, the necessary qualifications for the credential required by law for the position for which the service was rendered (including CBEST, unless exempt).

- I have applied for a credential required for such position ☐ Yes ☐ No
- The credential required for this position has been issued since the last day of the period specified above ☐ Yes ☐ No

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Person Rendering the Service*

**Employing Agency Statement of Reasons**

School District: \_\_\_\_\_

County: \_\_\_\_\_

Position: \_\_\_\_\_

Type of Certification Required for the Position (please be specific):

Period Of Service: From: \_\_\_\_\_ To: \_\_\_\_\_  
*MM/DD/YY MM/DD/YY*

During this period, the applicant listed below held the following credentials (if none, so state):

I declare under penalty of perjury that the reason for allowing this employee to serve without proper certification was: (Use separate piece of paper if additional room is needed.)

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief Administrative Officer of Employing Agency*

## County Approval

The Temporary County Certificate has been issued to cover the period requiring validation

☐ Yes

☐ No

► *(If a TCC was issued to cover the period requested, it may serve as the legal document of record and the employing agency does not need to submit a validation of service request.)*

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*Date*

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*Signature of County Superintendent of Schools or Designee*